United Nations ST/SGB/1998/16

Secretariat

30 October 1998

# Secretary-General's bulletin

# Organization of the United Nations Office at Vienna

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and for the purpose of establishing the organizational structure of the United Nations Office at Vienna,[1] promulgates the following:

## Section 1

## General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and ST/SGB/1998/17, entitled "Organization of the United Nations Office for Drug Control and Crime Prevention".

## Section 2

## Functions and organization

2.1 The United Nations Office at Vienna serves as the representative office of the Secretary-General in Vienna and performs representation and liaison functions with permanent missions, the host Government and other Governments and intergovernmental and non-governmental organizations in Vienna; manages and implements the programmes on peaceful uses of outer space and on administration and conference services; provides administrative and other support services to United Nations Secretariat units; administers joint and common services for other organizations of the United Nations system located at Vienna; and manages the United Nations facilities at Vienna.

2.2 The Office is divided into organizational units as described in the present bulletin.

2.3 The Office is headed by a Director-General, at the Under-Secretary-General level, who also serves as the Executive Director of the United Nations Office for Drug Control and Crime Prevention and Executive Director of the United Nations International Drug Control Programme. The Director-General and the officials in charge of each organizational unit, in addition to the specific functions set out in the present bulletin, perform the general functions applicable to their positions, as set out in Secretary-General's bulletin ST/SGB/1997/5.

## Section 3

## Director-General

3.1 The Director-General is accountable to the Secretary-General.

3.2 The Director-General is responsible for all activities of the United Nations Office at Vienna and serves as the representative of the Secretary-General; performs representation and liaison functions with the host Government, permanent missions and intergovernmental and non-governmental organizations based in Vienna; provides

[1] The United Nations Office at Vienna was established in 1979. In 1993, as a result of the restructuring of Secretariat offices and departments, responsibilities related to the Programme on Peaceful Uses of Outer Space were entrusted to the Director-General of the United Nations Office at Vienna. As part of the 1997 reform proposals, the Secretary-General decided to establish in Vienna an Office for Drug Control and Crime Prevention, headed by an Executive Director, comprising the United Nations International Drug Control Programme and a new United Nations Centre for International Crime Prevention, reconstituted from the Crime Prevention and Criminal Justice Division.

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executive direction and management to the programme on the peaceful uses of outer space; provides executive direction and management to the programmes of administration and conference services and other support and common services; is responsible for the management of the United Nations facilities in Vienna; provides executive direction for the work of the United Nations Information Service in Vienna; and provides executive direction for the administrative management of other United Nations entities based in Vienna, such as the International Trade Law Branch of the Office of Legal Affairs, the Reconstruction and Development Support Unit and the United Nations Scientific Committee on the Effects of Atomic Radiation.

**Section 4**

**Office of the Director-General**

4.1 The functions of the Office of the Director-General are combined with those of the Office of the Executive Director of the United Nations Office for Drug Control and Crime Prevention. The integrated Office of the Director-General/Executive Director is headed by a chief, who is accountable to the Director-General/Executive Director.

4.2 The core functions of the Office of the Director-General are as follows:

(a) Assisting the Director-General in the overall direction and management of the United Nations Office at Vienna and the coordination of activities of its units;

(b) Cooperating with the host Government and providing protocol services for the United Nations offices at Vienna, including processing letters of credentials for the heads of permanent missions at Vienna and maintaining liaison with non-governmental organizations;

(c) Providing legal services for the United Nations offices at Vienna, as required;

(d) Arranging for representation of the United Nations at meetings and conferences held in Vienna;

(e) Coordinating with the United Nations Industrial Development Organization, the International Atomic Energy Agency and the provisional Technical Secretariat of the Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization on common policy matters affecting the agencies based in Vienna;

(f) Maintaining liaison directly, or through an outposted unit in New York, with the Executive Office of the Secretary-General and other Secretariat units at Headquarters.

**Section 5**

**United Nations Information Service**

5.1 The United Nations Information Service is headed by a Chief, who is accountable to the Director-General.

5.2 The United Nations Information Service serves as the United Nations Information Centre for Austria, Hungary, Slovakia and Slovenia and provides support to the Director-General/Executive Director with regard to information services for international conferences, intergovernmental meetings and media relations.

**Section 6**

**Office for Outer Space Affairs**

6.1 The Office for Outer Space Affairs is headed by a Director who is accountable to the Director-General of the United Nations Office at Vienna.

6.2 The core functions of the Office are as follows:

(a) Assisting the Committee on the Peaceful Uses of Outer Space in its role as a focal point for international cooperation in space activities;

(b) Acting on behalf of the Secretary-General in fulfilling the responsibilities under the terms of space treaties and declarations of legal principles of the United Nations;

(c) Planning and implementing the United Nations Programme on Space Applications, in particular for the benefit of developing countries, by organizing training courses, workshops and seminars, providing technical advisory services to develop indigenous capability, administering long-term fellowship programmes in the fields of space science and technology applications and managing the resources of the United Nations Trust Fund of the Programme on Space Applications to implement technical cooperation activities of the Programme;

(d) Providing parliamentary services, including the preparation of scientific, technical, legal and policy studies, to the Committee on the Peaceful Uses of Outer Space at its annual sessions, and to its two subcommittees and their subsidiary bodies; assisting in the formulation and adoption of legal instruments and standards relating to the exploration and peaceful uses of outer space; and providing secretariat services to the annual Inter-Agency Meeting on Outer Space Activities and meetings of the Special Political and Decolonization Committee (Fourth Committee) of the General Assembly on issues relating to international cooperation in the peaceful uses of outer space;

(e) Managing the international space information service, including the following:

(i) Maintenance, on behalf of the Secretary-General, of the United Nations public register of information furnished in accordance with article IV of the Convention on Registration of Objects Launched into Outer Space and the dissemination of such information to Member States;

(ii) Acquisition and dissemination of data and information relating to space science and technology and their applications;

(iii) Maintenance of a database for the use of Member States and space-related intergovernmental and non-governmental organizations and an Internet home page for public access;

(f) Acting as executive secretariat for periodic global conferences dealing with international cooperation in the use of space technology to assist in the solution of problems of global significance;

(g) Maintaining coordination and cooperation with space agencies and intergovernmental and non-governmental organizations involved in space-related activities.

**Section 7**

**Division for Administrative and Common Services**

7.1 The Division for Administrative and Common Services is headed by a Director who is accountable to the Director-General of the United Nations Office at Vienna.

7.2 The core functions of the Division are as follows:

(a) Providing administrative, conference and related support services for the United Nations Secretariat entities at Vienna and the international organizations with permanent headquarters at the Vienna International Centre;

(b) Liaising and negotiating at the inter-agency level with the secretariat of the Preparatory Commission of the future Comprehensive Nuclear-Test-Ban Treaty Organization and the International Atomic Energy Agency on all aspects of administrative arrangements at the Centre;

(c) Assisting the Director-General in negotiations with host-country authorities on all administrative and financial issues relating to the implementation of headquarters agreements;

(d) Providing conference and interpretation services to Secretariat offices and units and organizations of the United Nations system located at Vienna;

(e) Providing financial services to the United Nations offices at Vienna and liaising with the Office of Programme Planning, Budget and Accounts and Member States on financial matters and contributions; negotiating and administering cost-sharing arrangements for common and joint services between the organizations established at the Vienna International Centre;

(f) Developing and managing human resources requirements of the United Nations offices and units at Vienna, including policy direction, guidance, supervision and implementing personnel administration policies in accordance with the Staff Regulations and Rules;

(g) Providing security and safety services to the users, property and buildings of the Vienna International Centre;

(h) Managing support services, coordinating space planning, including the use of common space at the Vienna International Centre, administering garage facilities and providing commercial, communications and electronic support services;

(i) Providing policy and operational direction for postal administration units at Geneva and Vienna and coordinating their European activities with the United Nations Postal Administration in New York.

**Section 8**

**Final provisions**

8.1 The present bulletin shall enter into force on 1 November 1998.

8.2 Secretary-General s bulletin of 6 June 1996, entitled "Functions and organization of the United Nations Office at Vienna" (ST/SGB/Organization, Section: UNOV), is hereby abolished.

(*Signed*) Kofi A. **Annan**
Secretary-General